

Today's Date: _____

Which best describe your event? (check one or more)

- | | |
|---|--|
| <input type="checkbox"/> Health and Welfare | <input type="checkbox"/> Community |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Safety/Military |
| <input type="checkbox"/> Natural Resources | <input type="checkbox"/> Education |
| <input type="checkbox"/> Fish and Game | <input type="checkbox"/> Outside Idaho |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Partisan |
| <input type="checkbox"/> Commerce/Labor | <input type="checkbox"/> Other _____ |

Scheduling Request Form

Governor Dirk Kempthorne

Please send Request to:

Office of the Governor

P.O. Box 83720

Boise, Idaho 83720-0034

FAX: 208-334-2175

Phone: 208-334-2100

E-mail: mlegarreta@gov.idaho.gov

Request: (circle) Meeting Keynote Remarks Welcome Honoree Other: _____

Sole Point of Contact: _____

Phone: _____

Cell: _____

Email: _____

Event Details

Organization hosting: _____

Name of Event: _____

Date\Day: _____

Event MC: _____

Start Time: _____

End Time: _____

Time Governor arrives: _____

Time Governor may depart: _____

Directions, address and entrance: _____

Purpose of event or meeting: _____

Media present: Yes No Details: _____

Speaking Details

Type and size of Audience: _____

Topic Preference: _____

Time allotted to speak: _____

Who will introduce the Governor? _____

Who else is speaking? _____

Misc Details

1st Lady also invited: (circle one) yes no

Governor's Attire: (circle one) casual business casual business black-tie

Meal Available: _____

Other prominent guests: _____

Where will he be seated? _____

-Please attach a copy of the agenda, the invitation, and any other details or background.

Scheduling Policy

1. The Governor is unable to commit to events or requests more than six weeks in advance. Please plan accordingly.
2. Prior to including the Governor as an attendee in a news release or printed materials, please contact the scheduling office for approval.
3. Please bear in mind that considering his official duties and current events, the Governor may need to rearrange his schedule. Due to his multiple responsibilities and other factors, it is always possible that he may not be able to appear as planned. In such cases, we respectfully request your understanding and apologize for any inconvenience.
4. Please assign a sole point of contact in order to avoid inconsistencies and misinformation.